



# General Accessibility Guidelines

Facilities Advisory 21-0921

September 21, 2021

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# Facilities Advisory 21-0921

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## Introduction

This Facilities Advisory was developed in an effort to address **commonly asked questions** regarding districtwide accessibility compliance. Employees and faculty should use this as a reference guide when purchasing replacement furniture and materials. There are **no** exceptions for compliance with accessibility laws, standards, and codes. As such, this guide **must** be adhered to. This advisory is not meant to be all-inclusive or a comprehensive guide for accessibility. Any unanswered questions should be addressed prior to placement of any orders. The items noted herein can generally be addressed with minimal time and resources, and without outside contractors, if employees and faculty are aware and understand the requirements.

Included in this document is guidance on the replacement of employee/faculty workstations, student desks, storage cabinets, display racks and informational material, outdoor furniture, floor mats, and miscellaneous signs.

The requirements herein are based on the following and are subject to change:

- The American's with Disabilities Act, Title II and Title III
- 2010 ADA Standards for Accessible Design
- 2019 California Building Code with 2021 Supplemental Changes, California Code of Regulations, Title 24, Part 2, Chapter 11B

Any changes to the interior or exterior spaces that require or are being considered for modification, reconfiguration, improvement, upgrade, or renovation, are subject to Administrative Regulation (AR) 6601 **Facility Modification and New Construction**. AR 6601 can be found on the District website and employee intranet for separate guidelines and information. Employees and faculty are **not** allowed to modify district-owned properties, including but not limited to site areas, buildings, or classrooms without the appropriate approvals and consultations of responsible administrators.

This document should be circulated to the appropriate staff as necessary. This document can be found on the RSCCD.edu Intranet under the department of Facility Planning, District Construction and Support Services, and will be updated to reflect code revisions and additional information as needed. Should you have any questions or need additional assistance, do not hesitate to contact our department at (714) 480 -7510.

Sincerely,

*Facility Planning, District Construction and Support Services*

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## How to Use This Document

The topics indicated above and covered in this document are intended to assist with understanding general accessibility compliance guidelines. Each topic includes the following:

- Written descriptions for requirements
- Graphic illustrations that demonstrate compliance versus non-compliance (Dos and Don'ts)
- Photographic examples

The written descriptions should be read carefully for requirements related to each topic. Graphic depictions and photographic examples are supplemental in nature, only and serve as examples of correctly and incorrectly placed furniture and items. The clarifications are marked as follows:



A star indicates requirements such as dimensions.



A checkmark indicates an example of correct dimensions and placement.



The letter X indicates an example of incorrect dimensions and placement.

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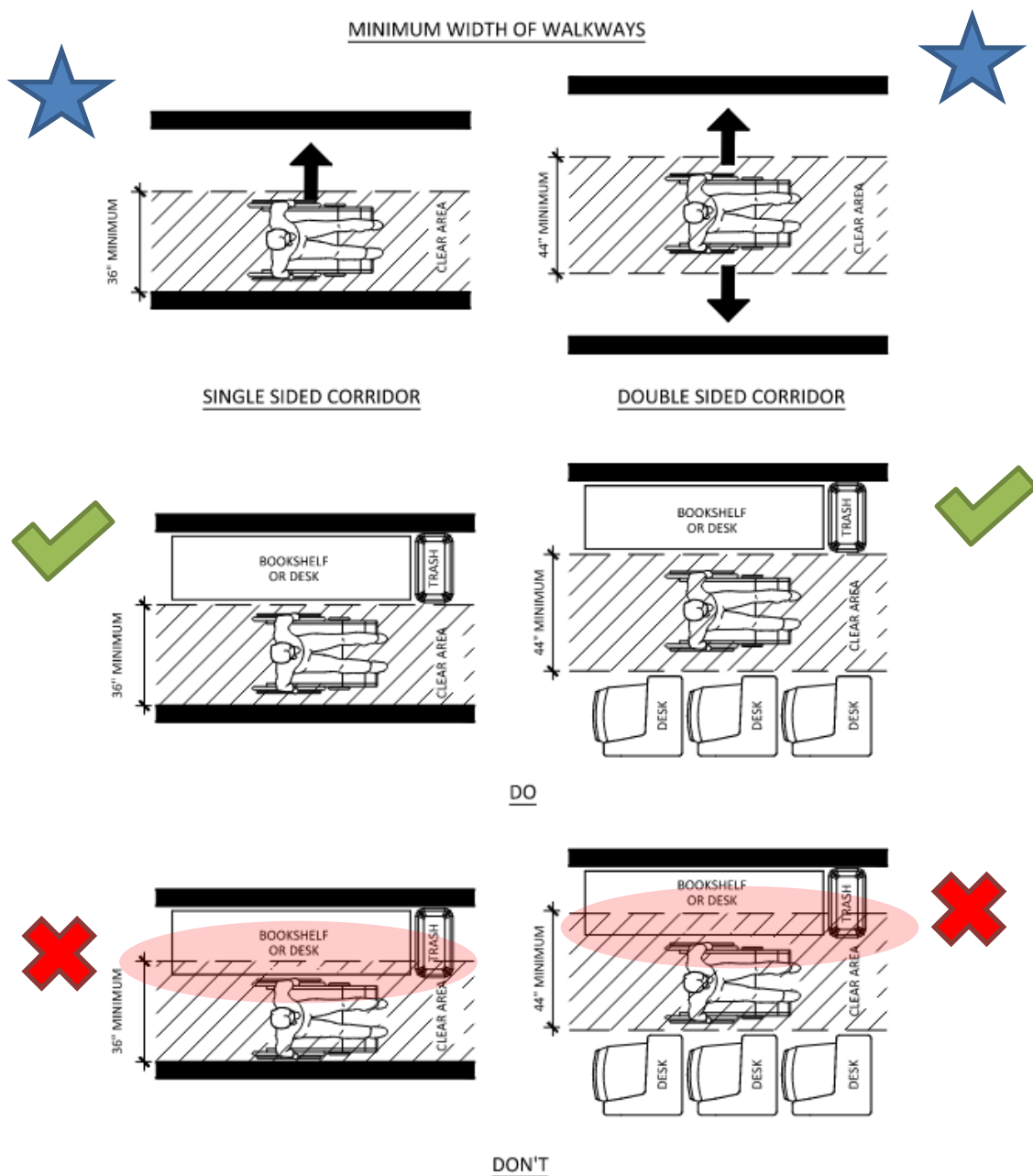
# Accessibility Basics

Before replacement of furniture, fixtures, and equipment can be considered, a basic understanding of the accessibility requirements that impact those replacements needs to be had. The following sections are general rules of thumb that can be applied in most situations.

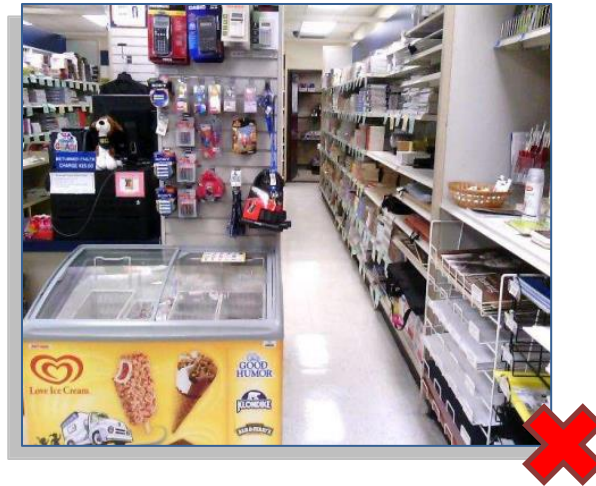
## Providing Space for Wheelchair Users

All paths of travel must be wide enough to accommodate persons in wheelchairs. The dimensions shown in Figure 1.1 accommodate most typical layouts. Walkways and aisles should maintain a clear path of at least 36" wide, except at paths with furniture and items located on both sides, where 44" wide is required.

Figure 1.1



### Example 1.1



**DON'T**

*A double sided aisle incorrectly provided with less than 44" wide.*

Note: In some cases, hallways and corridors cannot be obstructed with the furniture as a concern for life safety in exiting during an emergency. Before placement of the furniture in primary building hallways or corridors is undertaken, a review for fire life safety compliance should be conducted.

### Removing Obstructions in a Path of Travel

Any items mounted on the wall which are greater than 4" in depth are required to be "cane detectable" to protect a person with visual impairments. Items like display cases **cannot** be more than 4" deep, unless they extend below 27" from the floor or are floor-mounted. Anything hanging from a ceiling or a wall that is lower than 80" that potentially obstructs a walking path requires a guardrail or similar barrier. Floor-mounted objects are permitted to be any depth.

**Figure 2.1.1**

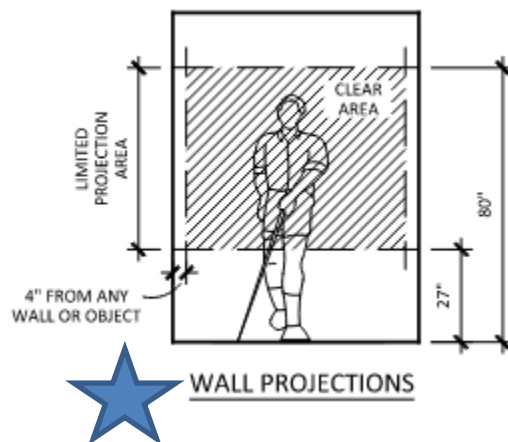
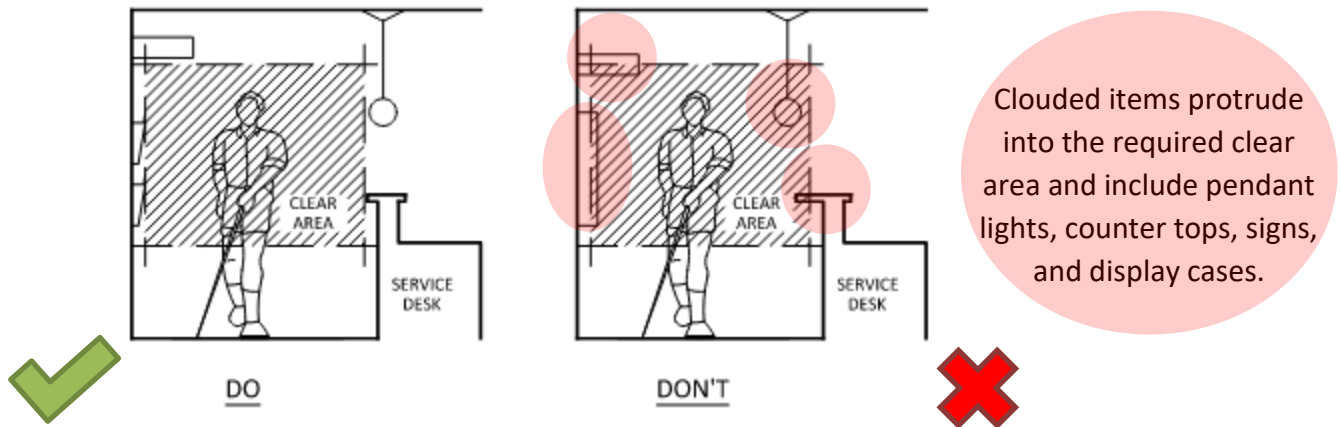


Figure 2.1.2



**TIP:** The most common obstructions are overhangs at employee workstations and service counters. Verify with the furniture manufacturer that counter tops **do not** overhang more than 4". It is recommended that an overhang of 3 3/4" be used.

Example 2.1



*A countertop protruding into the path of travel*

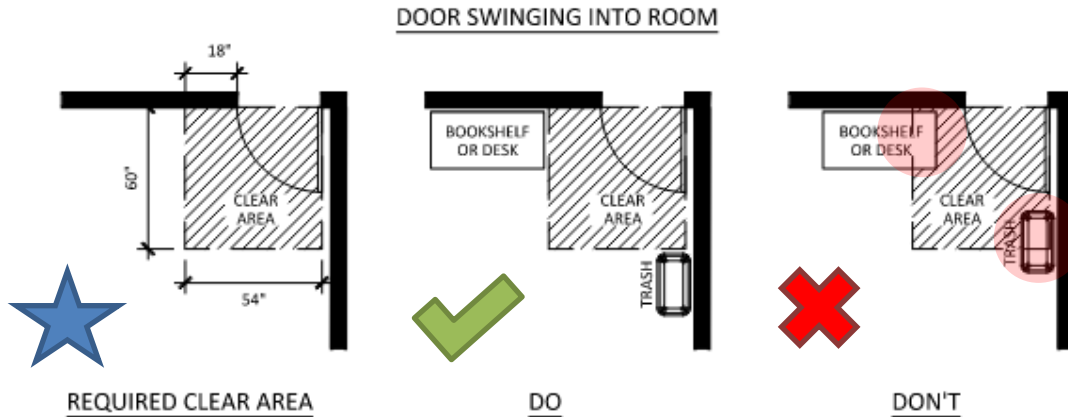
## Keeping Entrances and Exits Clear

All doors are required to maintain unobstructed maneuvering clearances for persons with disabilities. Common obstructions are objects such as chairs, trash cans, or storage containers. Although these are often temporarily located in these places, they are **all** considered "obstructions" and are not permitted within the required clear area. The requirements vary depending on whether the door opens in (towards you) or opens out (away from you). The diagrams below show the size of the areas in front of the door and immediately adjacent to the door that must be free of obstructions.

## Doors that Open Into a Room

A minimum of 60" measured perpendicular to the door must be kept clear. This allows a person in a wheelchair to have an area clear of the door's swing radius for clear passage. The 60" extends beyond the handle side of the door an additional 18". Often items like flyers and magazine racks or trash cans are placed in this area for convenience; however, these conveniences become obstructions to persons with disabilities.

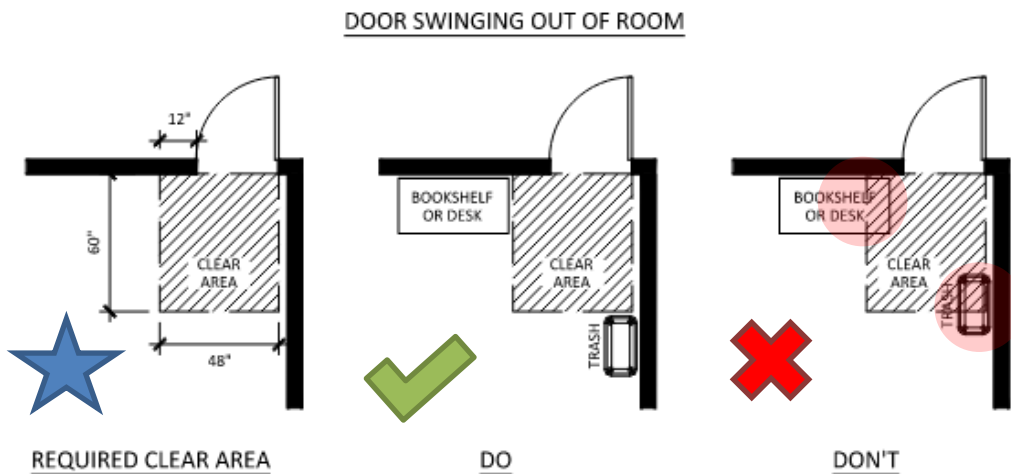
**Figure 3.1.1**



## Doors that Open Out of a Room

A minimum of 48" measured perpendicular to the door must remain clear. The 48" clear space extends beyond the handle side of the door an additional 12". Again the intent is that entering or exiting the doorway is not obstructed or partially blocked for a person in a wheelchair. Obstructions should be located so that they are convenient and accessible.

**Figure 3.1.2**



### Example 3.1



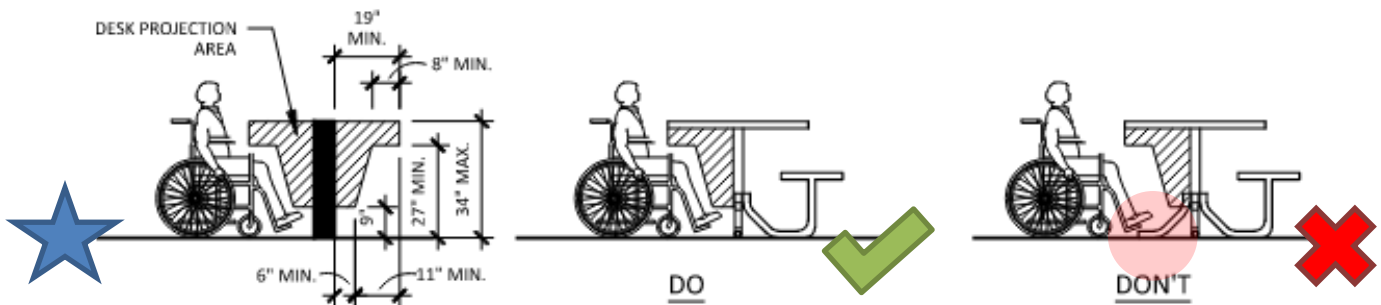
*Trash receptacle and display rack obstructions located within required door clearances.*

### Providing Toe and Knee Space at Furniture

The top of tables, counters, desks, and other work surfaces cannot be taller than 34" or lower than 28". Below any table, desk, or work surface a space of at least 27" high for knees and 9" high for toes must remain clear. Refer to the diagram below for toe and knee clearances required at desks and tables. The total width of the clear space must be at least 30" wide and provide an additional 29" in front of the furniture item.

**Figure 4.1**

#### TOE AND KNEE SPACE



# Replacement of Furniture, Fixtures and Equipment

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## Employee Workstations

### Are Employee Workstations Required to be Accessible?

The employee work surface or desktop is generally not required to be compliant with accessibility standards, except at the request of an employee. However, replacing workstations after they have already been purchased can be costly and is inefficient. The most effective way to avoid the purchase of additional furniture unnecessarily is to purchase accessible furniture, to begin with. Accessible workstations are comfortable for most users. Although employees may request additional modifications, these can be minimized by following accessibility guidelines. Because of this, it is a best practice to ensure that all workstations being replaced meet the accessibility requirements outlined in this section.

***"The most effective way to avoid the purchase of additional furniture unnecessarily is to purchase accessible furniture, to begin with."***

Workstations serving students and persons other than employees are subject to accessibility laws and standards, and **must comply** with accessibility regulations. These areas include counseling offices, deans' offices, and reception or service desks.

### What is Considered an Employee Workstation?

Employee workstations include any area where any employee or faculty member performs their work duties. This includes, but is not limited to offices, cubicles, reception and service desks, and classroom lecterns.

### When is a Facilities Modification Request Required to Replace Workstations?

A Facilities Modification Request (FMR) is required for the replacement of workstations when any of the following apply:

- The size of the workstation will increase or decrease
- The number of workstations in the room will increase or decrease
- The number of occupants in an office will increase or decrease
- The use of the workstation or room will change. For example:
  - A workstation previously only serving an employee will now be used for student interface services such as check-in, reception, counseling or advising and vice versa
- The workstation or office will be reconfigured
- The room or space is being remodeled as a part of the replacement

An FMR is not required when the following is true:

- Only the desk, workstation panels, storage, computer components, and accessories are being replaced within the same place as the existing station.

When an FMR is not required, the guidance in this section can be used to order furniture directly. When an FMR is required, a Form-1 must be submitted to the District Facility Planning, District Construction and Support Services department. Form-1 can be found on the RSCCD.edu Intranet under the department of Facility Planning, District Construction and Support Services.

***"When an FMR is required, a Form-1 must be submitted to the District Facility Planning, District Construction and Support Services department."***

### When Should Changing the Size of a Workstation be Considered?

#### Following District Standards

The District has standardized workstation size recommendations that can be helpful in your replacement decision-making process.

Table 1.1 outlines the minimum recommended size and type of office by title:

**Table 5.1.1**

<b>EMPLOYEE/FACULTY OFFICE</b>		
<b>Title</b>	<b>Type</b>	<b>Size in Square Feet*</b>
Dean	Single Occupancy	185
Associate Dean	Single Occupancy	145
Instructors	Double Occupancy	130
Directors/Counselors/Managers	Single Occupancy	106
Other	Single <sup>1</sup> or Double <sup>2</sup>	106 <sup>1</sup> or 137 <sup>2</sup>

1 – Single occupancy office to be 100 square feet

2 – Double occupancy office to be 130 square feet

Table 1.2 outlines the minimum recommended size and type of panelized workstation by use:

**Table 5.1.2**

<b>EMPLOYEE/FACULTY PANELIZED WORKSTATION</b>		
<b>Use</b>	<b>Type</b>	<b>Size in Square Feet*</b>
Employee/ Faculty Member Only	Single Occupancy	45
Employee/ Student Interface	Single Occupancy w/Visitor Chair	54
Reception/Check-in	Single Occupancy	65

\*Workstation sizes are subject to change. Contact the Facility Planning, District Construction and Support Services to confirm the recommended workstation size before ordering furniture.

If the existing space for the workstation being replaced does not meet these standards, increasing the size of the workstation is recommended during replacement if space allows. However, it is not required, and changing the size of workstations is at the discretion of the campuses in this case.

#### Meeting Accessibility Requirements

Where a workstation provides a service to students and persons other than employees such as prospective students, parents, and the general public such as Deans' Offices, counseling offices, advisors offices, and reception or check-in counters, stringent accessibility requirements apply. The replacement must meet the accessibility standards in the following sections. If the existing room, space, or workstation cannot meet these requirements without reconfiguration or relocation, an FMR is required.

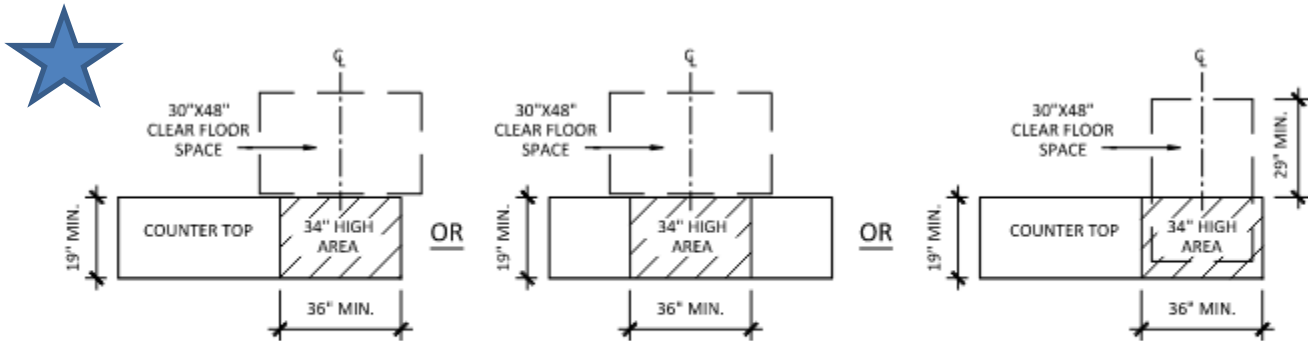
#### What are the Accessibility Requirements for Workstations?

##### Reception Desks and Check-In Counters

A minimum of one of each type of counter must have a portion mounted at an accessible-height of no more than 34" and no less than 28". The accessible portion of the counter must be 36" wide minimum and extend the full depth of the counter. Where the counter is less than 36" wide; the entire counter must be mounted between 28" and 34" high.

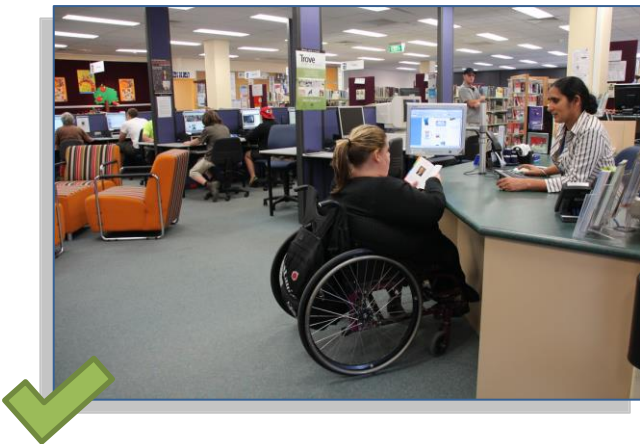
A 30" by 48" clear floor space must be provided in front of the counter, as shown in Figure 6.1. Where the clear floor space is provided under the counter, toe and knee space, as shown above, must be provided under the counter, and a 30" by 29" clear space must be provided in front of the counter.

Figure 6.1

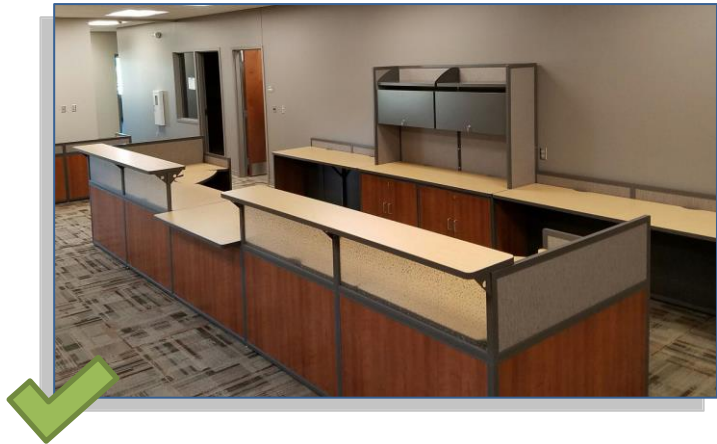


COUNTERS

Example 6.1



DO



DO

*A full length accessible counter at left, and a lowered accessible counter at right.*

It is important to note that the service desk on the right may have protruding objects. When ordering service desks, be sure to ask the supplier to mount the transaction top with a maximum overhang of 3 3/4" to maintain compliance, as discussed in **Accessibility Basics**.

**"When ordering service desks, be sure to ask the supplier to mount the transaction top with a maximum overhang of 3 3/4" to maintain compliance..."**

## Student Interface Offices and Workstations

In offices and workstations where students interact with employees, a 30"x48" clear floor space must be provided within the room or workstation area for students in wheelchairs. The clear floor space can overlap other required clear floor areas and maneuvering clearances discussed in **Accessibility Basics** and should generally be in the same area as where chairs are provided for students to sit.

## Instructional Lecterns

Instructional lecterns should be provided with a 36" wide work surface, and allow for a wheelchair user to pull under the lectern a total of 19". Toe and knee clearances discussed in **Accessibility Basics** must also be provided. An additional 36" wide path is required behind the lectern.



**TIP:** If you are looking to replace furniture for an employee workstation or office, the District has a standardized workstation and furniture layouts that can be helpful in your selection.

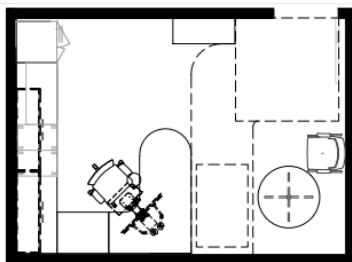
## Are there District Approved Workstation Layouts and Components?

The basic components of an employee workstation are the room or space, panelized wall system (if required), desks, storage, chair, and accessories. The number and size of these components can vary depending on the use and space available.

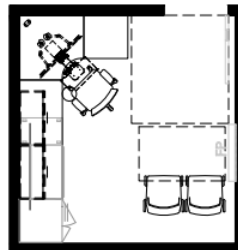
## Standard Workstation Layouts

The District has standardized workstation furniture layouts that can be helpful in your replacement decision-making process. Those standards are outlined in Figure 7.1:

Figure 7.1

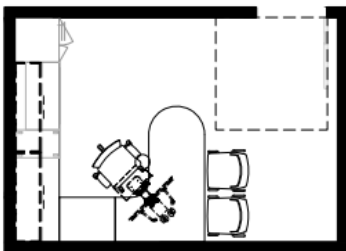


- Dean Office**
- (1) U-Shaped Desk
  - (1) Small Conference Table
  - (4) Guest Chairs
  - (1) Task Chair
  - (2) "Yellow" 48"W Storage Units<sup>4</sup>
  - (2) "Blue" Storage Unit<sup>4</sup>
  - (1) "Pink" 36"W Storage Unit<sup>4</sup>
  - (1) "Green" Storage Units<sup>4</sup>

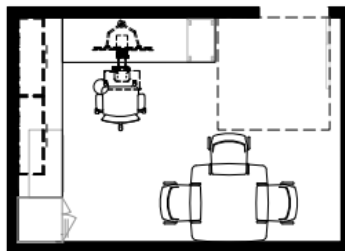


- Single Occup. Office**
- (1) L-Shaped Desk
  - (1) Guest Chairs (Nesting)
  - (1) Task Chair
  - (2) "Yellow" 30"W Storage Units<sup>4</sup>
  - (1) "Blue" Storage Unit<sup>4</sup>
  - (1) "Pink" 30"W Storage Unit<sup>4</sup>
  - (1) "Green" Storage Unit<sup>4</sup>
- Optional Components<sup>3</sup>**
- (1) Flat Panel ("FP") for computer screen mirroring
  - (1) 4'-0"W x 2'-6"D Flip Top Nesting Table
  - (1) Additional Guest Chair (Nesting)

Figure 7.1.1



A

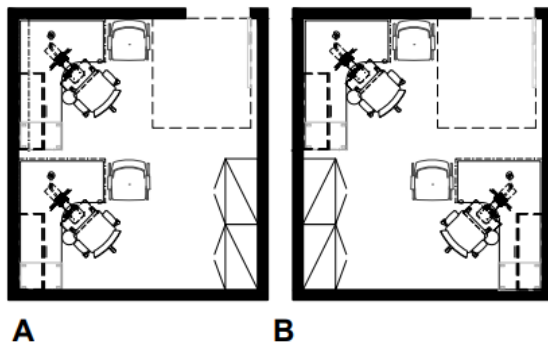


B

- Assoc. Dean Office (OPT A)**
- (1) U-Shaped Desk
  - (2) Guest Chairs
  - (1) Task Chair
  - (2) "Yellow" 48"W Storage Units<sup>4</sup>
  - (1) "Blue" Storage Unit<sup>4</sup>
  - (1) "Pink" 36"W Storage Unit<sup>4</sup>
  - (1) "Green" Storage Unit<sup>4</sup>
- Assoc. Dean Office (OPT B)**
- (1) L-Shaped Desk
  - (1) Small Conference Table
  - (3) Guest Chairs
  - (1) Task Chair
  - (2) "Yellow" 42"W Storage Units<sup>4</sup>
  - (1) "Blue" Storage Unit<sup>4</sup>
  - (2) "Pink" 36"W Storage Unit<sup>4</sup>
  - (1) "Green" Storage Unit<sup>4</sup>

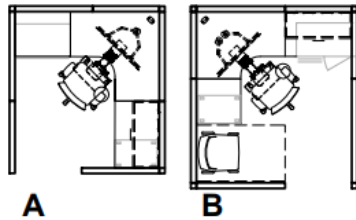
Figure 7.1.2

Figure 7.1.3



- Double Occup. Office (OPT A or B) (x2):**
- (1) L-Shaped Desk
  - (1) Guest Chair (Nesting)
  - (1) Task Chair
  - (1) "Yellow" 42"W Storage Unit<sup>4</sup>
  - (1) "Blue" Storage Unit<sup>4</sup>
  - (1) "Green" Storage Unit<sup>4</sup>

**Figure 7.1.4**



**Workstation (OPT A):**

- (1) L-Shaped Desk
- (1) Guest Chair (Nesting)<sup>5</sup>
- (1) Task Chair
- (1) "Yellow" 36"W Storage Unit<sup>4</sup>
- (1) "Blue" Storage Unit<sup>4</sup>
- (1) "Pink" 30"W or 35"W Storage Unit<sup>4</sup>

**Workstation (OPT B):**

- (1) L-Shaped Desk
- (1) Guest Chair (Nesting)
- (1) Task Chair
- (1) "Yellow" 36"W Storage Unit<sup>4</sup>
- (1) "Blue" Storage Unit<sup>4</sup>
- (1) "Pink" 30"W or 35"W Storage Unit<sup>4</sup>

**Figure 7.1.5**

**Pre-Approved Employee Workstations**

Finding accessible furniture can be difficult in and of itself, and in many cases, furniture that is advertised as accessible may not meet the stringent state code requirements in California. The Facility Planning, District Construction and Support Services department has reviewed several products for compliance with accessibility and the District Facility Design Standards, which are included in Table 7.1.


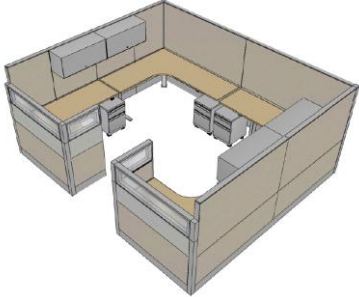
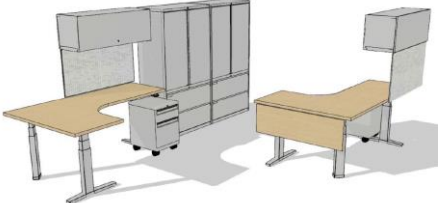
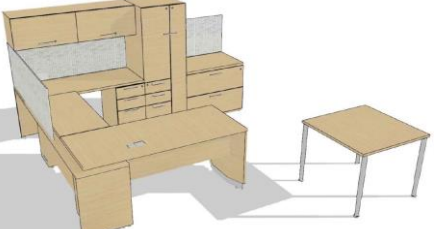



**TIP:** Although manufacturers will mark or identify their furniture products as accessible, the furniture often is **not!** If you are unsure, a review by Facility Planning, District Construction and Support Services staff may be requested.

**Table 7.1**

PRE-APPROVED EMPLOYEE WORKSTATIONS			
Workstation Type	Item Photograph	Manufacturer	Model Number
Service Desk Panelized Work Station		Teknion via Office Furniture Group	District
		Description: Panelized workstation for service desks that can be modified for single or double occupancy. Vendor supplies panels, transaction tops, stationary and adjustable height desks, and storage. A 29" low panel must be requested at the transaction top side.	

**PRE-APPROVED EMPLOYEE WORKSTATIONS**

Workstation Type	Item Photograph	Manufacturer	Model Number
Service Desk Panelized Work Station		Allsteel via CSI Fullmer	Optimize
		Description: Panelized workstation for service desks that can be modified for single or double occupancy. Vendor supplies panels, transaction tops, stationary and adjustable height desks, and storage. A 29" low panel must be requested at the transaction top side.	
Panelized Workstation Single and Multi-Occupancy		Teknion via Office Furniture Group	District
		Description: Panelized workstations for single or multi-occupant spaces. The vendor supplies full height panels, panels with view windows, L-shaped adjustable height desks, and storage.	
Shared Office Furniture for Instructors, Directors, Counselors, and Managers		Teknion via Office Furniture Group	District
		Description: Workstations for single or multi-occupant spaces. Vendor supplies tack boards, L-shaped adjustable height desks, and storage.	
Single Occupancy Offices for Dean and Associate Deans		Teknion via Office Furniture Group	District
		Description: Workstation for single-occupancy offices. The vendor provides adjustable height and stationary desk, storage, tack boards, and stand-alone furniture.	
Instructor Lectern		Nova Solutions via Office Furniture Group	46-sl303630rx
		Description: A standard computer desk with keyboard drawer, computer tower mounting bracket, and privacy screen. An accessible model with a 32" height is available and must be requested from the manufacturer upon ordering.	

## What are the Requirements for Student Desks?

Whereas it is recommended that Employee workstations be made accessible to cut on future costs, certain student work surfaces are required to be accessible. Work surfaces include but are not limited to desks, lab tables, and fume hoods.

Five percent of student work surfaces must be accessible and meet the requirements for toe and knee spaces as outlined in **Accessibility Basics**. Where 5% of the number of surfaces provided results in a fraction, the required number of accessible surfaces is the next highest whole number. Refer to table 8.1 for the required minimum number of accessible seats according to the number of total seats provided.

**Table 8.1**


REQUIRED NUMBER OF ACCESSIBLE STUDENT WORKSTATIONS	
Total Number of Student Seats Provided	Number of Accessible Seats Required (5%)
0 – 20	1 accessible seat
21 – 40	2 accessible seats
41 – 60	3 accessible seats
61 – 80	4 accessible seats
81 – 100	5 accessible seats
101 - 120	6 accessible seats
121 - 140	7 accessible seats


Where shared tables and laboratory-style work surfaces are provided for students, 5% of the total work surface area must be accessible and meet the requirements discussed **Accessibility Basics**.

### Pre-Approved Student Work Surfaces

Similarly to employee workstations, accessible student work surfaces can be equally as difficult to find and vet. The Facility Planning, District Construction and Support Services department has reviewed several products for compliance with accessibility and the District Facility Design Standards, which are included in Table 9.1.

**Table 9.1**

PRE-APPROVED STUDENT WORK SURFACES			
Surface Type	Item Photograph	Manufacturer	Model Number
Computer Bench		Allsteel via CSI Fullmer	10041
		Description: A sectional shared computer desk with multiple length and width options for high versatility. This product is provided with a built-in electrical raceway and computer tower mounting bracket. Adjustable height brackets allow students to determine the desk height that suits them. An accessible desk option is available to fulfill the 5% requirement. Be sure to request the required number of accessible stations in your order from the vendor.	

PRE-APPROVED STUDENT WORK SURFACES			
Surface Type	Surface Type	Surface Type	Surface Type
Lecture Desk		Teknion via Office Furniture Group	Navigate
		Description: An automatic pneumatic-adjustable height desk with settings ranging from 22" to 35" allowing the student to set the desk height to their comfort.	

## Is Outdoor Furniture Required to be Accessible?

Outdoor furniture is also required to be accessible. In addition to the requirements outlined in the following sections, all outdoor furniture must be on an accessible route at least 48" wide. Additionally, an accessible route at least 48" wide must be maintained between outdoor furniture elements.

### Accessible Picnic Tables

Where picnic tables are provided, a minimum of one must meet the requirements outlined in **Accessibility Basics**. For each 20 picnic tables provided, an additional accessible table is required. Refer to the chart below for the required minimum number of accessible seats according to the number of total seats provided.

**Table 10.1**

REQUIRED NUMBER OF ACCESSIBLE PICNIC TABLES	
Total Number of Picnic Tables	Number of Accessible Tables Required (5%)
0 – 20	2 accessible seats
21 – 40	3 accessible seats
41 – 60	4 accessible seats

Each **accessible** picnic table must have at least one wheelchair seat, as shown in the photographic example below.



**TIP:** Accessible picnic tables are often provided by removing a section of benched seating. This usually leaves a support arm through the wheelchair seat area, which does **not** meet the requirements shown in **Accessibility Basics**. Ensure the floor surfaces below wheelchair seats are clear of support structures and other objects.

**Example 10.1**

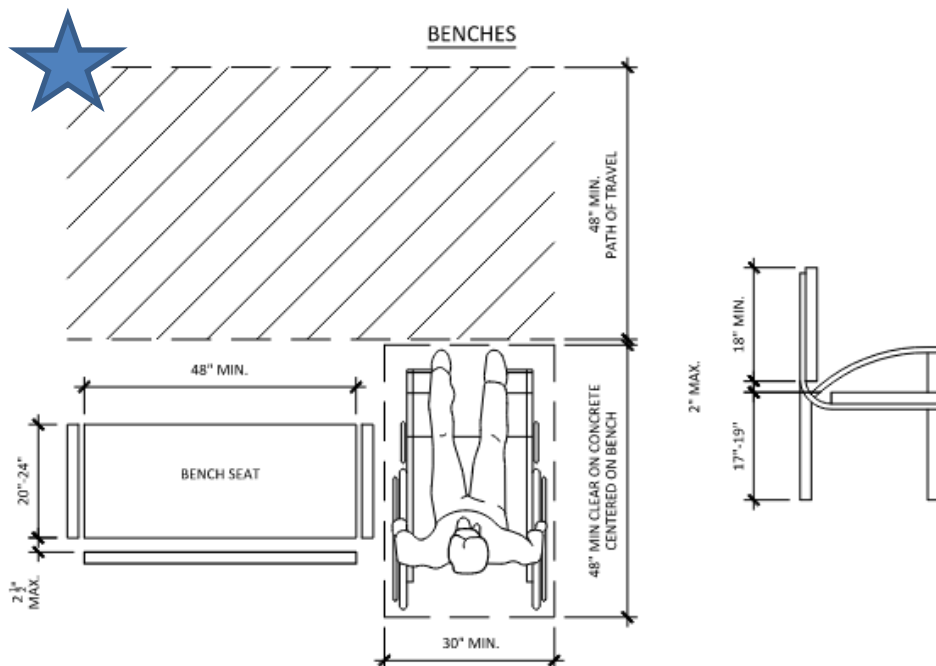


*An accessible picnic table at left and non-compliant tables at right.*

**How to Select Accessible Benches**

All benches must have a seat of a minimum of 48" long. The seat is also required to be at least 20" deep, but not more than 24" deep, and have a back support at least 18" tall. The back support cannot have a gap from the seat greater than 2" in height and 2 1/2" in width. The bench seat height is required to be a minimum of 17" tall and not greater than 19" tall. A 30"x48" clear floor space positioned perpendicular to the bench and located immediately adjacent to one side must be provided, and cannot intersect the path of travel leading to the bench.

**Figure 11.1**



### Example 11.1



**DO**



**DON'T**

*A compliant bench with seat back and wheelchair space at left, and a non-compliant bench without wheelchair seating at right.*



**TIP:** Most benches are non-compliant due to the lack of a compliant floor space next to the bench. Ensure that benches are located on concrete surfaces with 30" from the edge of the concrete surface to either side of the bench.

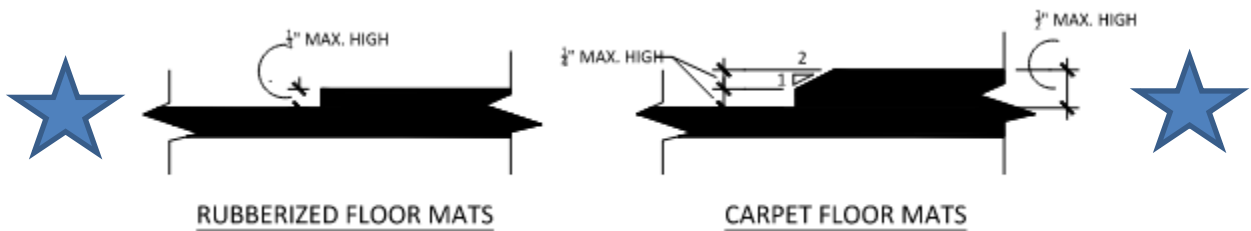
### What about Floor Mats?

It is the district standard that floor mats and walk-off pads at exterior doors be recessed. However, in some existing buildings, it may be infeasible or costly to do so. If recessed walk-off pads are being replaced, an FMR is required. If surface-mounted mats are to be used, the following requirements must be met.

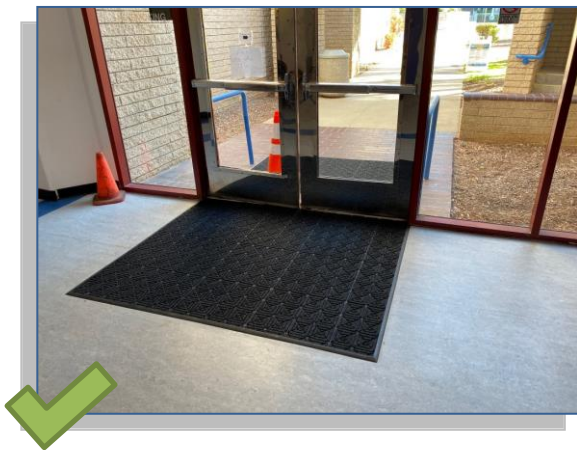
#### Maintaining Level Floor Surfaces

Walkway floor surfaces must be firm, stable, and slip-resistant. Carpet and carpet tiles, including rugs and floor mats, must be securely fastened to the ground. In addition, these elements must not exceed ½" in overall height. When the height of rugs and floor mats exceeds ¼", a transition piece to bevel the edges must be used, as shown in Figure 10.1.

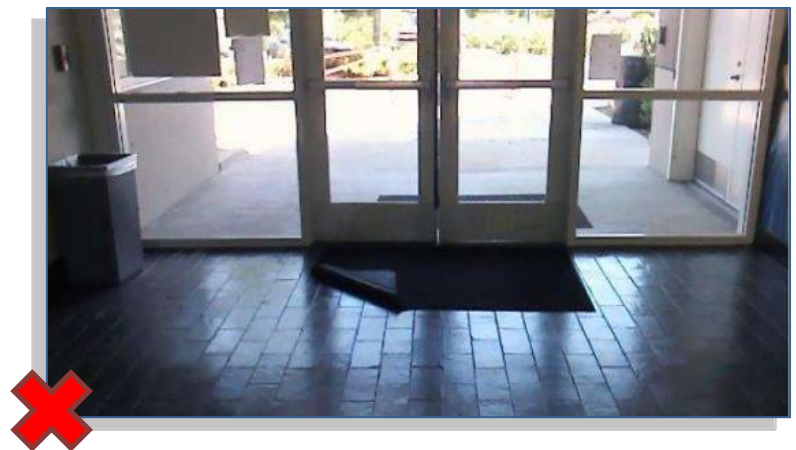
**Figure 12.1**



### Example 12.1



**DO**



**DON'T**

*A fully adhered floor mat with rubber transition at left, and loose floor mat at right.*

## Are There Requirements for Flyers, Brochures, and Other Materials?

All brochures and flyers must be located within an area of designated reach ranges in order to be accessible by a person in a wheelchair. If there are multiple locations of the same brochure, then **at least one** must be accessible.

The reach range for wall-mounted brochures and handouts is at least 15" above the floor but no higher than 48". Brochures and handouts distributed over a counter or table cannot be higher than 48" and must be placed less than 20" from the counter or table edge.

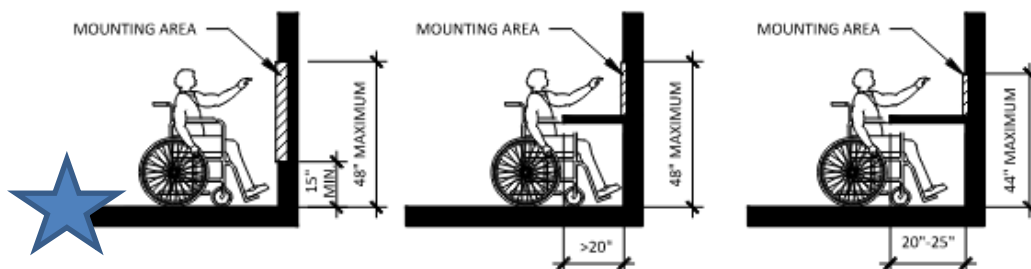
In cases where materials must be placed more than 20" from the edge of the table or counter, the maximum distance from the edge cannot be more than 25". Whenever materials are more than 20" from the counter or table edge, the maximum height of the brochures and flyers cannot exceed 44".



**TIP:** In some cases, the best approach could be to provide additional materials at the edge of a counter or table.

**Figure 13.1**

### REACH RANGES



### Example 13.1



**DO**

*A floor mounted display rack meeting the requirements of reach ranges and protruding objects.*

### Do Signs Have Special Requirements?

Signage used to designate room identification, accessible seating, paths of travel, parking, and other information have criteria for design, color, size, placement height depending on the application. Additionally, signs that can be readily purchased from vendors might not be current with respect to verbiage, size, colors or design. Due to the numerous and varied requirements for signage, it is best to inquire about proper sizes, types, colors, depictions, and locations for signs by contacting District Facility Planning, District Construction and Support Services or submitting a Facilities Modifications Request. Below are some examples of common signage that utilize **non-compliant** verbiage such as "handicapped" or are missing critical accessible elements such as braille.

### Example 14.1



**DON'T**

**DO**

*Directive signage with non-compliant verbiage.*